



## City of Kansas City, Missouri Job Class Specification

**Job Title:** PUBLIC HEALTH SPECIALIST III      **Department:** MULTI  
**Job Code:** 4040      **Status:** EXEMPT      **Grade:** ME-E

**Summary**      This is specialized professional, administrative and technical work managing a comprehensive health program.

Work involves responsibility for planning, financial administration and personnel management in the direction of a variety of health related projects, including federal grant-in-aid programs, related public health social problems and pertinent operational responsibilities. Employees of this class are expected to exercise considerable initiative and broad independent judgment. Work accomplishments are reviewed and judged by the Director of Health or an assigned designee through conferences, written reports, observation and results achieved.

### Duties and Responsibilities

- Negotiates, prepares for validation, coordinates, and evaluates all assigned federal programs concerning the Health Department.
- Devises and implements statistical and accounting systems for professional audit purposes; presents results and analyses of demographic data and confirms statistical validity of experimental results as required.
- Supervises all assigned aspects of the department's education and information activities and provides consultation to area schools on curricula, teaching materials, and professional resources.
- Supervises departmental social service activities including liaison with public and private social service agencies and organizes volunteers to work with the professional health staff.
- Supervises a nutritional research program that includes establishing minimum dietary requirements, improving substandard diets, and instructing citizens in the fundamentals of adequate nutrition.
- Serves as principal nurse of specialized nursing programs, devising approaches to special patient groups needs such as aging, unwed mothers, and family planning.
- Supervises the department's mental health services and establishes psychological testing and counseling services.
- Provides in-service consultation to the department on progress in the behavioral sciences and devises programs to improve quality of life in blighted areas of the city.
- Supervises a communicable disease program with emphasis on epidemiological investigation, analysis and control.
- Maintains various records and prepares reports as necessary.
- Performs related duties as assigned.

<b>Technical Skills</b>	<p>Extensive knowledge of:</p> <ul style="list-style-type: none"> <li>The principles and practices of public health programs.</li> <li>The techniques of research, statistical analysis and public education as related to public health programs.</li> <li>The principles and practices of epidemiological investigation, techniques and analysis.</li> </ul> <p>Considerable knowledge of:</p> <ul style="list-style-type: none"> <li>Administration, statistics, epidemiology, and health education as related to public health programs.</li> </ul> <p>Working knowledge of:</p> <ul style="list-style-type: none"> <li>Dietetics, laboratory science, environment engineering, biological science, nursing, clinical psychology, and sociology.</li> </ul> <p>Ability to:</p> <ul style="list-style-type: none"> <li>Properly interpret and make decisions in conformance with established laws, regulations, and policies.</li> <li>Design, supervise, implement, and coordinate several programs and activities related to public health.</li> <li>Supervise a variety of subordinates engaged in public health programs and to evaluate their respective performances.</li> <li>Collect, analyze, and interpret data, submit oral and written reports, and present technical material in a clear, precise manner that can be easily understood by a variety of groups.</li> <li>Establish and maintain effective working relationships with employees, community leaders, civic group members, and the general public.</li> </ul>
<b>Education and Experience</b>	<p>Master's degree, and five (5) years responsible health related experience in the fields of public health with the federal, state or local government or in the private health sector, including three (3) years at a level comparable to Public Health Specialist II.</p> <p style="text-align: center;">OR</p> <p>An equivalent combination of qualifying education and experience</p>
<b>Certificates/ Licenses/Special Requirements</b>	<ul style="list-style-type: none"> <li>Must possess a valid State –issued driver's license in accordance with the City of KCMO policies.</li> <li>Must pass a physical examination as prescribed by the City.</li> <li>May be required to pass a preemployment drug screen.</li> </ul>
<b>Supervisory Responsibility</b>	<p>Supervision may be exercised over a moderate sized staff of professional and clerical subordinates.</p>
<b>Supervision Received</b>	<p>General supervision is received from the Director of Health or an assigned designee.</p>
	<p>Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.</p>
<b>Created</b>	7/87
<b>Revised</b>	6/02, 9/06, 10/07, 8/10